Budgets, Classification and Compensation Plans

for

University and College Libraries

Report of the Committee
on
Classification of Library Personnel
of the
American Library Association

December 1928

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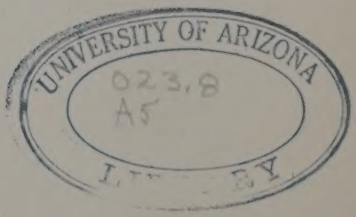

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FOREWORD

This report is a supplement to the Report of the American Library Association Committee on Classification of Library Personnel, as published by the Bureau of Public Personnel Administration, Washington, D. C., in 1927, and entitled *Proposed classification and compensation plans for library positions.* The following specifications are intended to apply only to university and college libraries and to replace all schedules for university and college library positions given in the 1927 publication. For classification schedules and compensation plans for public libraries reference should be made to the earlier publication. The following report was prepared by a sub-committee of university and college librarians under the able chairmanship of Mr. Charles H. Brown, librarian of Iowa State College, and was unanimously adopted, with minor alterations, by the Committee in December, 1928. The A. L. A. Council then, on the Committee's recommendation, unanimously adopted the whole report, being that printed in 1927 as modified by that spread upon the pages of the present publication.

ARTHUR E. BOSTWICK,
Chairman.

January 21, 1929.

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INTRODUCTION

The objectives in the preparation and submission of this classification and these specifications are three-fold:

1. To give to university administrators an outline of possible duties and compensations in university library positions, to be considered in library organization or reorganization.

2. To give administrators a list of qualifications to be considered in filling vacancies in library positions.

3. To give those who wish to enter the university library field a statement of qualifications which they should possess if they are ambitious to reach the higher positions.

During the past twenty-five years college and university libraries have grown greatly in importance. Printed resources have increased enormously; changed methods of instruction have resulted in much larger demands being made on the library; research has developed rapidly. Library organization has developed much more slowly. As a result of changing conditions there is need for many more well trained persons in the service of the library than was formerly true. The standards to be maintained in connection with these personnel problems frequently present a serious question to the administrators of educational institutions. It is with this thought in mind that the following specifications have been prepared. These specifications, which are recommended as determinative for the profession but which may be regarded only as typical in so far as individual libraries are concerned, will, it is hoped, suggest the qualifications, compensations and duties which may be required.

It is realized that the libraries of many institutions will not and cannot meet these specifications at present and that

the funds available are not sufficient to bring such libraries immediately up to the minimum allotment believed necessary for efficient library service. The committee is not unaware of the financial burdens of such colleges and universities and the difficulties experienced by their administrators. Without wishing to dictate in any way, but with a desire to aid in the improvement of college and university library service, the committee hopes that the following specifications may assist such administrators in obtaining for their libraries more adequate funds, either from state legislatures or by additions to endowment.

It is also realized that many universities and colleges must and do greatly exceed the ratios proposed, in order to meet the needs of extensive research, graduate study, and special development in certain definite fields. A university concerned mainly with graduate work will need a much larger percentage of the total income of the university and a much larger expenditure per student, with corresponding higher qualifications for assistants, than a university designed almost entirely for undergraduate students. Honor courses and limited enrollments seem to require increased library facilities and consequently larger expenditures than this report calls for.

The specifications were compiled after a study of the budgets of 100 colleges and universities. The method used in the compilation was to obtain the opinions as to the value of the library service in certain institutions from some who have worked on surveys and others who have had experience in several university libraries. Those libraries, whose services to the faculty and students were considered above the average of the group, were marked with a plus: those below average were marked with a minus. It was found

that those which were generally checked as above average had an income in practically every case equal to or in excess of $25.00 per student ($20.00 per student in universities over 8000). The income was also over 4% of the total income of the university, as defined in the specifications. On the other hand, all which were checked minus, with two exceptions, fell below one or the other of these standards. The classification and schedules are based on the libraries generally checked "plus."

The double standard mentioned above was found necessary to meet the library needs of those institutions which are engaged to a large extent in research work, in some cases having large and well developed engineering and agricultural experiment stations, or with a number of research projects under way. It was found that $25.00 per student based on student enrollment would not yield sufficient funds to cover the library needs for these research projects. It was found desirable, therefore, to insert in the specifications a certain percentage based on the total university income. A library, to be placed in a certain class, should meet both conditions.

The specifications will indicate into which class the library of any university or college should fall. However, expenditures for the libraries of many institutions are not sufficient to place such libraries in the classes in which they should belong according to the number of students or percentage of income. The specifications will indicate, according to the belief of the committee, the amount of library expenditures needed for a given institution for fairly satisfactory library service, and also the minimum salaries believed necessary for the various positions. Any given institution may belong, for instance, according to the number of students and the

university income, in Class 8, but it may not be possible to place it in this class at present because its library budget is not up to the minimum of $75,000, which is believed necessary for good library service in this class of universities.

A library may meet all the requirements for this classification and these personnel specifications and still not be giving good library service. The building equipment affects service; the librarian may be incompetent; the overhead organization in relation to the library may be such as to make good service difficult. The personnel is, however, a most important factor in library service.

To some university and college administrators the salary grades may in certain instances seem high; to many librarians the qualifications under such grades will undoubtedly seem high. Nevertheless, such salaries and qualifications have been found not only desirable, but also effective at present in certain institutions. The salary scales were complied after a study of the qualifications needed in the various positions. It should be realized that the salaries listed are for those duly qualified. In the various positions the amounts listed should be paid only to those who are fully efficient; in the case of an assistant less valuable or one who does not measure up to the possibilities of the position the scale would need modifications, in accordance with the qualifications of the appointee. A certain position may be worth a given amount; but it may not be possible to find any candidate who will meet the possibilities of the position in full, especially at the time of his appointment. The fact that a position is worth a certain amount does not necessarily mean that the individual holding that position is worth that amount.

On the other hand, many libraries possess individuals whose special qualifications render them of exceptional value. For instance, a reference librarian may be conducting graduate classes in bibliography. His services may be of special value to research workers in particular and to the institution in general. Such an individual should, and does at present in many cases, receive more than the minimum salary listed.

The committee desires to emphasize strongly the fact that the salaries and qualifications are not in any way a fixed "trade union" scale. They are recommended as showing what the committee believes to be necessary for good library service. The special needs of the individual institution, and the special value of the individual member of the library staff to the institution, must be given careful consideration in the application of the specifications, which are presented, not for rigid adherence, but for careful consideration of their application to the needs of the individual institution.

In general, the qualifications in the professional library service are intended to be the equivalents of the corresponding grades on the faculty. The three years of graduate study are intended to represent three years of study after the first degree is earned. At least one of these years is to be spent in a professional library school and would not be included in a three-year course leading to the doctorate. The three years spent in graduate study (including one year in a library school) required of librarians may be regarded as equivalent to the three years required of certain other members of the faculty for the doctor's degree.

It is recognized that variations in university organization may require alterations in these specifications. University libraries are not necessarily organized alike because of

different types of buildings, unusual capabilities in certain individuals and unusual demands for special branches of library service by the institution or by faculty members, or other factors. Some libraries are organized into five or six departments instead of four, which organization will affect specifications for heads of departments. This report should not be construed as necessarily recommending an organization into four departments for all libraries. Such an organization was found to work successfully in a number of libraries; is in quite general use, and is a convenient form on which to base this study.

Certain university and college libraries also act as public libraries for the communities in which the university or college is located. This classification is not intended to cover such contingencies. If a library is performing additional functions of this kind, a certain amount should be added to the budget in excess of these specifications to cover such needs.

The classification and specifications are not to be considered as final and permanent recommendations. Changing conditions and the results of research in the field of university library administration, a field at present much neglected, may eventually alter much of this report. The reluctance of university authorities to publish their budgets and the failure to classify under the library all expenditures on the campus for library purposes render difficult a study of university library administration. Also the rise and growth of junior colleges, which field is not covered in this report, may alter materially the classification and expenditures of university libraries.

The typical and actual budgets given under the various classes may prove suggestive of possible organizations, compensations and expenditures.

In most cases the specifications include only the positions of librarian and heads of departments in the various classes of libraries. The question of departmental libraries, the question of senior revisers in the catalog department, of first assistant and under assistants in the loan, reference, and acquisition departments require a study of material not available at the present time. It seems preferable, therefore, to offer these specifications for the more important positions, and postpone the specifications for other positions until material for a study of such positions is available. An example of a non-professional grade is given on page 25, Senior Aid.

The question of which position should include the instructional work in the use of the library also proved troublesome. Normally such duties would, it is supposed, fall under the scope of the work of the Librarian in charge of reference. Actually, such teaching is assigned in some libraries to the Librarian, in others to the Loan Librarian, or Head of a departmental library. One librarian replied that it should be given to the member of the staff who is the best instructor. The committee is inclined to endorse this recommendation with the note that the duties, qualifications and compensations should be altered accordingly to provide for such instruction.

The position of Assistant Librarian varies materially in university and college libraries. Many libraries do not have such a position. In many cases a departmental head is made Assistant Librarian and assumes the duties of Librarian during the absence of his chief. The duties of Assistant

Librarian varied so greatly that it was decided to omit specifications for the position but to call attention to the belief that the schedules should be modified as to the qualifications, duties and salary of a departmental head to raise the position to that of Assistant Librarian, should such a procedure seem desirable. Such a step has actually been done in practice in the case of the library quoted on page 28, in which the Reference and Loan Librarian has been made Assistant Librarian, her salary increased and made equal to that of the cataloger and some additional duties assigned.

The grades indicated under classes in the following specifications are intended to agree in general with the grades in public library work as given in the first report of the Committee, published by the Bureau of Public Personnel Administration, Washington, D. C., 1927. To the Bureau and to its director, Fred Telford, much credit is due, and acknowledgment is gratefully made for the original suggestions, for the fundamental details given in its report in a pioneer field of library administration, and for the help rendered in this study.

DEFINITIONS

As a basis for the number of students it is suggested that the definition used on the A. L. A. forms for salaries and statistics for university libraries be followed: "Use the enrollment of the highest single semester or quarter not including summer session. Do not include extension, correspondence, or short course students." Deductions should be made also for students taking less than the required number of hours, such as evening students and other part time groups. In case another definition is adopted later by the American Association of Collegiate Registrars, such a definition should be substituted for the one above.

By the term "Associate Professor" is meant the rank next below that of Full Professor.

These specifications are based on a division of university and college library staffs into professional and non-professional services.

The term "total library expenditures" is intended to include all expenditures of the institution for library purposes except construction and repair of building, care of building (janitorial services), heat, light and permanent equipment (other than printed matter) such as stacks and furniture. Books, periodicals, binding, salaries and expendable supplies, postage and transportation charges, should be included under library expenditures whether such material is under the supervision of and purchased by the Chief Librarian or not. All expenditures for departmental libraries should be included. It is believed that such libraries should be under the supervision of the Chief Librarian and that expenditures for such libraries should be included in the library budget.

CLASSIFICATION OF UNIVERSITY AND COLLEGE LIBRARIES

University and college libraries in all classes should meet the following two minimum conditions:

1. Total library expenditures per year (exclusive of building maintenance, construction and repairs) not less than 4% of total expenditures of the university or college, excluding expenditures for erection of buildings or other capital expenditures, expenditures for dormitory maintenance, athletics, hospitals, transfers for endowments, etc.

2. A minimum average library expenditure of not less than $20.00 per student in a university of over 8000 full time students and not less than $25.00 per student in universities of less than 8000 students.

In addition to the above specifications, a library of
Class 10 has expenditures in excess of $150,000 per year.
Class 9 has expenditures between $100,000 and $150,000.
Class 8 has expenditures between $ 75,000 and $100,000.
Class 7 has expenditures between $ 50,000 and $ 75,000.
Class 6 has expenditures between $ 30,000 and $ 50,000.
Class 5 has expenditures between $ 20,000 and $ 30,000.
Class 4 has expenditures between $ 15,000 and $ 20,000.
Class 3 has expenditures between $ 10,000 and $ 15,000.

CLASS 3—COLLEGE LIBRARIES

(Expenditures not less than $10,000)

Typical budget for a college library of Class 3

1. Library income per year: Not less than $10,000.
2. Number of students: Not over 400.
3. Total college income not including capital expenditures: Not over $250,000.
4. Librarian: Not less than $2640.
5. Senior assistant: Not less than $1620.
6. Clerical and special assistants and incidentals: Not less than $1740.
7. Books, periodicals and binding: Not less than $4000.

Total: Not less than $10,000.

Example of an actual budget of a library which should be placed in, but which at present falls below, Class 3, showing modifications in accordance with scheme to bring up to proper class.

It will be noted that this college is spending on its library at present about $13.00 per student instead of the $25.00 per student believed necessary. It is, however, spending 4% of the total college expenditures. It is apparent that the college income is insufficient for satisfactory library service. The $10,000 recommended is in excess of the allowance of $25.00 per student, but is believed to be the minimum required for satisfactory library maintenance.

Annual	Actual	As modified in accordance with these specification
Total college expenditures, not including capital expenditures, etc.	$90,000	
Number of students, approximately	330	
Library expenditures per year	4,220	$10,000
		Not less than
Librarian	$1,900	$2,640
Senior assistant		1,620
Clerical, student assistants and incidentals	915	1,740
Books, periodicals and binding	1,405	4,000

CLASS 3—COLLEGE LIBRARIES

(Expenditures not less than $10,000)

Librarian (Professor)

Duties: Under the direction of the President to have charge of the operations and activities of a college library of Class 3, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations; recommendations for changes in such rules and regulations; preparation and submission of the budget; close supervision, direction and training of the work of the assistants of the library; selection of books for purchase by the library and ordering of such books; consultation with members of the faculty as to college policy in book selection, and as to definite recommendations for purchase of books; investigation and recommendation for appointment of qualified individuals for library positions; supervision over library rooms; cataloging and classification of books; assistance to readers in the use of the library; instruction of students in the use of the library; general contact with faculty in order that library may adopt most effective procedure to secure the maximum use of library facilities by students and faculty; correspondence, interviews, service on committees.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and

one additional year of study at an accredited library school supplemented by three years of successful experience in a scholarly library of over 50,000 volumes, or by an additional year of graduate study and two years of successful experience, or by two additional years of graduate study and one year of successful experience.

(b) Knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work, and get them to work together effectively; ability to size up situations and people and work well with others; ability to write papers for publication and to speak publicly; general knowledge of books and special knowledge of trade bibliographies; reading knowledge of French and German; tact; good judgment; accuracy; satisfactory character; sympathy with educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors in the institution. Minimum, $2640.

CLASS 3—COLLEGE LIBRARIES

Senior Assistant (Instructor)

Duties: Under the direction of the Librarian to assist in work of a miscellaneous character in a Class 3 college library; to relieve the Librarian of as much of the detail work as possible, taking charge of the loan desk and answering simple reference questions as may be required.

Examples of Typical Tasks: Answering questions asked by readers and assisting them to make use of the facilities of the library; taking charge of loan desk; looking up information for readers and doing other floor work; doing gen-

eral reference work; assisting with the cataloging and order work; performing such tasks as charging and discharging books; handling overdues and reserves, keeping circulation statistics, recording periodicals and putting them in binders, typing or writing cards, checking and filing records.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school.

(b) Considerable knowledge of library organization, procedure, policies, aims and service; marked liking for and knowledge of books; ability to size up situations and people and to get along well with others; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the college. Minimum, $1620.

CLASS 4—COLLEGE LIBRARIES

(Expenditures not less than $15,000)

Typical budget for a college library of Class 4

1. Library income: $15,000 per year.
2. Students: Not over 600.
3. Total college income (exclusive of capital expenditures): $375,000.
4. Librarian: Not less than $2940.
5. Cataloger: Not less than $2040.
6. Senior assistant: Not less than $1740.
7. Senior aid: Not less than $1200.
8. Clerical and student help: Not less than $1080.
9. Books, periodicals, and binding: Not less than $6000.

Total: Not less than $15,000.

Example of an actual budget of a library which should be placed in, but which at present falls below, Class 4, showing modifications in accordance with scheme to bring up to proper class.

In this case, also, the funds of the college are not sufficient to make possible good library service. The expenditures for books, periodicals and binding are less than $3.00 per student. The librarian has no assistants except students.

Annual	Actual	As modified in accordance with these specifications
Total college expenditures, not including capital expenditures, etc.	$129,000	
Number of students, approximately	700	
Library expenditures per year	4,350	$17,500
		Not less than
Librarian	$1,350	$2,940
Cataloger		2,040
Senior assistant		1,740
Senior aid		1,200
Clerical and student help	1,200	1,080
Books, periodicals and binding	1,800	7,000
		$16,000
Balance to be alloted as needed to raise items in last column above minimum		1,500

CLASS 4—COLLEGE LIBRARIES

(Expenditures not less than $15,000)

Librarian (Professor)

Duties: Under the direction of the President to have charge of the operation and activities of a college library of Class 4, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendations for changes therein; preparation and submission of the budget; close supervision, direction and training of the work of the assistants of the library; selection of books for purchase by the library and ordering of such books; consultation with members of the faculty as to college policy in book selection, and as to definite recommendations for purchase of books; investigation and recommendation for appointment of qualified individuals for library positions; supervision over library rooms; assistance to readers in the use of the library; instruction of students in the use of the library; general contact with faculty in order that library may adopt the most effective procedure to secure the maximum use of the library facilities by students and faculty; correspondence, interviews, service on committees.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and one additional year of study at an accredited library school

supplemented by four years of successful experience in a scholarly library of over 50,000 volumes, or by a second additional year of graduate study and three years of successful experience, or by a third additional year of graduate study and two years of successful experience.

(b) Knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work, and get them to work together effectively; ability to size up situations and people and work well with others; general knowledge of books and special knowledge of trade bibliographies; reading knowledge of French and German; tact; good judgment; accuracy; satisfactory character; sympathy with educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors in the institution. Minimum, $2940.

CLASS 4—COLLEGE LIBRARIES

Cataloger, Grade 1 (Instructor)

Duties: Under direction of Chief Librarian to have supervision over catalog department in a Class 4 college library, where comparatively little research material is purchased and where cataloging assistance is limited almost entirely to assistants of non-professional grade.

Examples of Typical Tasks: Assignment of classification, author headings and subject headings to books; revision of typing of catalog cards; filing cards or revision of filing; sufficient contact with faculty in order that cataloging and classification may render best service.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for

the instructorship, this preparation to include at least one year at an accredited library school or the equivalent; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school, and one year of successful experience in the catalog department of a scholarly library of over 50,000 volumes, or a year of graduate study.

(b) Some knowledge of library organization, procedure, policies, aims and service; knowledge of books, cataloging procedure and problems, classification systems, bibliographical methods and tools and the use made of them; reading knowledge of two or more foreign languages and some knowledge of the printed matter in those languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2040.

CLASS 4—COLLEGE LIBRARIES

Senior Assistant (Instructor)

Duties: Under the direction of the Librarian to assist in work of a miscellaneous character in a Class 4 college library; to relieve the Librarian and Cataloger of as much of the detailed work as possible; taking charge of the loan desk and answering simple reference questions as may be required.

Examples of Typical Tasks: See Class 3, College Libraries, Senior Assistant.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution

for the instructorship, this preparation to include one year at an accredited library school or the equivalent; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school, supplemented by at least one year of successful experience in a scholarly library of over 50,000 volumes.

(b) Considerable knowledge of library organization, procedure, policies, aims and service; marked liking for and knowledge of books; ability to size up situations and people and to get along well with others; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the college. Minimum, $1740.

CLASS 4—COLLEGE LIBRARIES

Senior Aid

(Non-professional grade)

Duties: Under the direction of the Librarian (unless assigned otherwise) to do the simpler kinds of work of miscellaneous character in a Class 4 or 5 college library, a considerable part of which involves contact with the public in a library where there is relatively little specialization and no fine division of labor.

Examples of Typical Tasks: Charging and discharging of books; handling overdues and reserves; claiming periodicals not received on subscription; revising shelves; helping readers in the use of the catalog; answering the simpler questions in regard to the use of books; keeping accession records.

Qualifications: (a) (1) Education equivalent to that represented by graduation from a standard four-year high school, and in addition either one year of college work or its equivalent; or, (2) the completion of a course in a summer library school; or, (3) one year of experience in a library using modern methods.

(b) Liking for and at least an elementary knowledge of books; ability to size up situations and people and to get along well with others; accuracy; tact.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: Minimum, $1200.

CLASS 5—COLLEGE LIBRARIES

(Expenditures not less than $20,000)

Typical budget for a college library of Class 5

1. Library income: $20,000.
2. Number of students: Not over 800.
3. College income (not including capital expenditures): Not over $500,000.
4. Librarian: Not less than $3300.
5. Cataloger: Not less than $2160.
6. Reference and loan librarian (one position): Not less than $2040.
7. Senior aid: Not less than $1200.
8. Student and clerical help and incidentals: Not less than $2800.
9. Books, periodicals and binding: Not less than $8500.

Total: Not less than $20,000.

Example of an actual budget of a library which should be placed in, but which at present falls below, Class 5, showing modifications in accordance with scheme to bring up to proper class.

Annual	Actual	As modified in accordance with these specifications
Total college expenditures, not including capital expenditures, etc	$266,000	
Number of students, approximately	1,100	
Library expenditures per year	15,300	$27,500
		Not less than
Librarian	$2,580	$3,300
Assistant librarian (Cataloger)	2,100	2,160
Reference librarian	1,740	
Loan librarian	1,440	
Reference and loan librarian		2,040
Senior aid		1,200
Student and clerical help and incidentals	1,900	2,800
Books, periodicals and binding	5,540	8,500
		$20,000
Balance to be alloted as needed to raise items in last column above minimum		7,500

CLASS 5—COLLEGE LIBRARIES

(Expenditures not less than $20,000)

Example of an actual budget of a library which, according to number of students and total college expenditures, belongs in Class 5 but which is exceptionally efficient and exceeds the minimum allowances sufficiently to enable the library to be placed in Class 6.

This example is of interest as showing a college library with a limited number of students, which greatly exceeds the minimum specifications listed but which is in full accordance with the scheme and exceeds the minimum allowance in every item. The number of students in this institution is 400 less than in the case cited on the preceding page.

Annual	Actual	Expenditures in accordance with these specifications	
		For Class 5	For Class 6
Total college expenditures, not including capital expenditures, etc.	$538,714		
Number of students, approx.	700		
Library expenditures per year	37,575	Not less than $21,600	Not less than $30,000
Librarian	$5,500	$5,500 (Min. $3,300)	$5,500 (Min. $3,720)
Assistant librarian (Loan and Reference)	2,200	2,200 (Min. $2,040)	2,280
Cataloger	2,200	2,200 (Min. $2,160)	2,280
Assistant cataloger	1,560	Not specified	
Cataloging assistant	1,140		
Librarian's secretary	2,000		
Circulation assistant	1,360		
Senior aid		Not less than $1,200	Not specified
Student and clerical help and incidentals	5,295	Not less than $2,800	
Books, periodicals and binding	16,320	Not less than $8,500	Not less than $12,000

CLASS 5—COLLEGE LIBRARIES

(Expenditures not less than $20,000)

Librarian (Professor and head of department)

Duties: Under the direction of the President to have charge of the operations and activities of a college library of Class 5, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendations for changes therein; preparation and submission of the budget; selection of books for purchase by the library and ordering of such books; consultation with members of the faculty as to college policy in book selection, and as to definite recommendations for purchase of books; investigation and recommendation for appointment of qualified individuals for library positions; general supervision of assistants in the library; supervision over library rooms; instruction of students in the use of the library; general contact with faculty in order that library may adopt the most effective procedure to secure the maximum use of the library facilities by students and faculty; correspondence, interviews, service on committees.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the full professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, and one additional year of study at an accredited library school, supplemented by

at least five years of successful experience of varied character in a scholarly library of over 50,000 volumes, of which one year shall have been spent in a supervisory position, or by a second additional year of graduate study and four years of successful experience (one year in a supervisory position) or by a third additional year of graduate study and three years of successful experience (one year in a supervisory position).

(b) Knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, and to direct them in their work and get them to work together effectively; ability to size up situations and people and to work well with others; general knowledge of books and special knowledge of trade bibliographies; reading knowledge of French and German; accuracy; tact; good judgment; satisfactory character; sympathy with educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors and heads of departments in the institution. Minimum, $3300.

CLASS 5—COLLEGE LIBRARIES

Cataloger, Grade 1 (Instructor)

Duties: Under the direction of the Chief Librarian to have supervision over catalog department in a Class 5 college library, where comparatively little research material is purchased and where cataloging assistance is limited almost entirely to assistants of non-professional grade.

Examples of Typical Tasks: See Class 4, College Libraries, Cataloger.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent; or, (2) minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school and two years of successful experience in the catalog department of a scholarly library of over 50,000 volumes, or by a year of graduate study and one year of successful experience, as stated above.

(b) Some knowledge of library organization, procedure, policies, aims and service; knowledge of books, cataloging procedure and problems, classification systems, bibliographical methods and tools and the use made of cataloging lists and bibliographies; reading knowledge of two or more foreign languages and some knowledge of the printed matter in those languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2100.

CLASS 5—COLLEGE LIBRARIES

Reference and Loan Librarian, Grade 1 (Instructor)

Duties: Under direction of Librarian to have supervision over the reference and loan departments of a Class 5 college library where research is limited and where there are very few, if any, graduate students.

Examples of Typical Tasks: Answering questions asked by readers and assisting them in making use of the facilities of the library; looking up information for readers and compiling lists of books on various subjects; making out

schedules for loan desk and giving general supervision to the work; training assistants, some of whom will be without previous library experience; keeping circulation statistics; seeing that order is maintained in the reading rooms; seeing that individuals both at the loan and reference desks obtain books and information desired, if possible.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective instructors are expected to have had in teaching before appointment; or, (2) a minimum education equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school and one year of successful experience with work with the public in a scholarly library of over 50,000 volumes, or a year of graduate study.

(b) Some knowledge of library organization, procedure, policies, aims and service; marked liking for and some knowledge of books; ability to size up situations and people and to get along well with others; good personality; ability to lay out work for others, to direct and train them in their work and to get them to work together effectively; reading knowledge of two or more foreign languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2040.

CLASS 5—COLLEGE LIBRARIES

Senior Aid, See under Class 1, College Libraries

CLASS 6—COLLEGE LIBRARIES

(Expenditures not less than $30,000)

(For typical and actual budget of Class 6 library, see budget of library under Class 5, with actual expenditures of $37,575.)

Librarian (Professor and Head of Department)

Duties: Under the direction of the President to have charge of the operations and activities of a college library of Class 6 and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendations for changes therein; preparation and submission of the budget; supervision over departments of the library; selection of books for purchase by the library and ordering of such books; consultation with members of the faculty as to college policy in book selection, and as to definite recommendations for purchase of books; investigation and recommendation for appointment of qualified individuals for library positions; supervision over library rooms; instruction of students in the use of the library; general contact with faculty in order that library may adopt the most effective procedure to secure the maximum use of the library facilities by students and faculty; correspondence, interviews, service on committees.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the full professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and one addi-

tional year of study at an accredited library school and a second additional year of graduate study supplemented by five years of successful experience of varied character in a scholarly library of over 50,000 volumes, of which three years shall have been spent in a supervisory position, or by a third additional year of graduate study supplemented by four years of successful experience (two years in a supervisory position).

(b) Knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work and get them to work together effectively; ability to size up situations and people and to work well with others; wide knowledge of books, including special knowledge of trade bibliographies; reading knowledge of French and German; tact; good judgment; satisfactory character; sympathy with educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors and heads of departments in the institution. Minimum, $3720.

CLASS 6—COLLEGE LIBRARIES

Cataloger, Grade 1 (Instructor)

Duties: Under the direction of the Chief Librarian to have supervision over catalog department in a Class 6 college library, where comparatively little research material is purchased and where cataloging assistance is limited almost entirely to assistants of non-professional grade.

Examples of Typical Tasks: See Class 4, College Libraries, Cataloger.

Qualifications: (a) Either (1) scholastic preparation

equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school and three years of successful experience in the catalog department of a scholarly library of over 50,000 volumes, or by a year of graduate study and two years of successful experience, as stated above.

(b) Some knowledge of library organization, procedure, policies, aims and service; knowledge of books, cataloging procedure and problems, classification systems, bibliographical methods and tools and the use made of cataloging lists and bibliographies; reading knowledge of two or more foreign languages and some knowledge of the printed matter in those languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2280.

CLASS 6—COLLEGE LIBRARIES

Reference and Loan Librarian, Grade 1 (Instructor)

Duties: Under the direction of the Librarian to have supervision over the reference and loan departments of a Class 6 college library where research is limited and where there are very few, if any, graduate students.

Examples of Typical Tasks: See Class 5, Reference and Loan Librarian.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for

the instructorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective instructors are expected to have had in teaching before appointment; or, (2) a minimum education equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school and two years of successful experience in work with the public in a scholarly library of over 50,000 volumes, or a year of graduate study and one year of successful experience as stated above.

(b) Some knowledge of library organization, procedure, policies, aims and service; marked liking for and some knowledge of books; ability to size up situations and people and to get along well with others; good personality; ability to lay out work for others, to direct and train them in their work and to get them to work together effectively; reading knowledge of two or more foreign languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2160.

CLASS 7—COLLEGE LIBRARIES

(Expenditures not less than $50,000)

Actual budget of a library which belongs practically in Class 7 if rated by university income and number of students. The actual expenditures, however, are sufficiently in excess of the minimum to place the library in Class 8.

The expenditures of this library, according to the minimum of these specifications, should be not less than $48,000. Actually, the budget calls for expenditures of about $80,000, rendering possible the exceptional library service which prevails at this institution.

It will be noted, however, that the salaries of the departmental heads of the library are not as far above the minimum as is the library budget above the minimum budget.

It will be noted, also, that the organization of this library follows closely the organization recommended in the specifications. There are three major departments: Reference and Circulation, Catalog, and Acquisitions.

As the budget follows fairly closely the recommendations of these specifications, modifications are not indicated.

Annual		Actua
Total university expenditures, not including capital expenditures, etc.		$1,200,000
Number of students		1,740
Library expenditures		79,695
Librarian		$6,500
Librarian's secretary		1,680
Head of catalog department		2,500
First assistant		2,000
2 Assistants at $1800	$3,600	
1 Assistant (Part time)	1,500	
4 Assistants at $1320	5,280	
Clerical help	960	
	$11,340	$11,340
Head, Reference and Circulation		2,500
2 Assistants at $1140	$2,280	
1 Assistant at $1000	1,000	
1 Assistant at $ 800	800	
	$4,080	$4,080

Librarian in charge of acquisitions		$2,500
First assistant		2,000
3 Clerks at $800	$2,400	2,400
Books, periodicals and binding		26,300
Student and clerical help, incidentals and supplies		15,895

CLASS 7—COLLEGE LIBRARIES

(Expenditures not less than $50,000)

Chief Librarian (Professor and Head of Department)

Duties: Under the direction of the President to have charge of the operations and activities of a college library of Class 7, including instruction in the use of the library, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendations for changes therein; preparation and submission of the budget; supervision over departments of the library; selection of books for purchase by the library; consultation with members of the faculty as to college policy in book selection, and as to definite recommendations for purchase of books; investigation and recommendation for appointment of qualified individuals for library positions; supervision over library building; instruction of students in the use of the library; general contact with faculty in order that library may adopt the most effective procedure to secure the maximum use of the library facilities by students and faculty; correspondence, interviews, service on committees.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the full professorship, including one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appoint-

ment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and two years of graduate study of which at least one year shall have been spent in an accredited library school, supplemented by six years of successful experience of varied character in a scholarly library of over 50,000 volumes, of which two years shall have been spent in a position involving the direction of a staff of five or more, or by a third additional year of graduate study and five years of successful experience of which two years shall have been spent in a position involving the direction of a staff of five or more.

(b) Knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work, and get them to work together effectively; wide knowledge of books; ability to size up situations and people and to work well with others; reading knowledge of French and German; tact; good judgment; satisfactory character; sympathy with research and educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors and heads of departments in the institution. Minimum, $4000.

CLASS 7—COLLEGE LIBRARIES

Librarian in Charge of Cataloging, Grade 2 (Assistant Professor)

Duties: Under direction of the Chief Librarian to have supervision over catalog department of a Class 7 college library, with a staff equivalent to four or more full time

assistants of whom at least three shall be of professional grade.

Examples of Typical Tasks: Assignment of classification, author headings and subject heading to books; revision of cataloging of assistants; instruction of assistants; assignment of work to assistants; sufficient contact with faculty in order that classification and cataloging may render the best service.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in teaching before appointment to the assistant professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school and four years of successful experience in a scholarly library of over 50,000 volumes, one year of which shall have been spent in cataloging work, or by a year of graduate study and three years of successful experience or by two years of graduate study and two years of successful experience (one year in each case to be spent in cataloging work).

(b) Considerable knowledge of library organization, procedure, policies, aims and service; wide knowledge of books, cataloging procedure and problems, classification systems, bibliographical methods and tools and the use made of cataloging lists and bibliographies; ability to lay out work for assistants, to direct them in their work, to train assistants and to get them to work together effectively; reading knowl-

edge of French and German and of the printed matter in those languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2400.

CLASS 7—COLLEGE LIBRARIES

Librarian in Charge of Reference and Loan Departments, Grade 2 (Instructor)

Duties: Under direction of Librarian to have supervision over the reference and loan departments of a Class 7 college library where research is limited and where there are very few, if any, graduate students; to have direction of a staff equivalent to four full time assistants, one of whom at least shall be of professional grade.

Examples of Typical Tasks: See College Libraries, Class 5, under Librarian in Charge of Reference and Loan Departments, Grade 1.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective instructors are expected to have had in teaching before appointment to the instructorship; or (2) a minimum education equivalent to that represented by graduation from a university or college of recognized standing, including the completion of one year's study at an accredited library school and three years of successful experience with work with the public in a scholarly library of over 50,000 volumes, or

by a year of graduate study and two years of successful experience, or by two years of graduate study and one year of successful experience. (The years of experience in each case to be spent in work with the public.)

(b) Considerable knowledge of library organization, procedure, policies, aims and service; marked liking for and wide knowledge of books; ability to size up situations and people and to get along well with others; good personality; ability to lay out work for others, to direct and train them in their work and to get them to work together effectively; reading knowledge of two or more foreign languages; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2280.

CLASS 7—COLLEGE LIBRARIES

Librarian in Charge of Acquisitions, Grade 2 (Instructor)

Duties: Under direction of Chief Librarian to organize, plan and supervise the work of obtaining books and other library material, including periodicals and serials, by purchase, gift and exchange, and to supervise binding in a Class 7 college library; to have direction of at least three assistants, including those employed in the current periodical room; and to perform other work as required.

Examples of Typical Tasks: Laying out work for members of the department and seeing that all are effectively employed; preparing book orders for signature of Chief Librarian; checking and comparing prices of books obtained through various sources; preparing books for binding; checking up order cards with public catalog and outstanding

orders, to avoid duplication; preparing estimates of expenditures and classification of expenditures by departments.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the instructorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective instructors are expected to have had in university teaching before appointment to the instructorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, including one year at an accredited library school, three years of successful experience in a scholarly library of over 50,000 volumes, one year of which shall have been in order work involving work in foreign languages, or by a year of graduate study and two years of successful experience (one year in order work) or by two years of graduate study and one year of successful experience in order work.

(b) Reading knowledge of at least French and German; considerable knowledge of library organization, procedure, policy, aims and service; knowledge of trade bibliographies both American and foreign, with information as to leading publishers, book dealers and book trade methods; unusual accuracy; capacity for details; proved business ability; thoroughness.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of instructors in the institution. Minimum, $2280.

CLASS 8—COLLEGE OR UNIVERSITY LIBRARIES

(Expenditures not less than $75,000)

(For typical and actual budget of Class 8 library see budget of library under Class 7, with actual expenditures of $79,695.)

Chief Librarian (Professor and Head of Department)

Duties: Under the direction of the President to have charge of the operations and activities of a college or university library of Class 8 and to perform such other work as may be required.

Examples of Typical Tasks: See Class 7, College Libraries, under Chief Librarian.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the full professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the full professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and three years of graduate study of which at least one year shall be spent in an accredited library school, supplemented by seven years of extensive successful experience of varied character in a scholarly library of over 50,000 volumes, of which two years shall have been spent in a position involving the direction of a staff of five or more.

(b) Thorough knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work, and get them to work together effectively; wide knowledge of books; ability to size up situations and people and to work well with others, to write papers for publication and to speak publicly; reading knowledge of French and German; tact; good judg-

ment; satisfactory character; sympathy with research and educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors and heads of departments in the institution. Minimum, $4500.

CLASS 8—COLLEGE OR UNIVERSITY LIBRARIES

Librarian in Charge of Cataloging, Grade 3 (Assistant Professor)

Duties: Under the direction of the Chief Librarian to have supervision over catalog department in a Class 8 college library, with a staff equivalent to six or more full time assistants, at least four of whom shall be of professional grade.

Examples of Typical Tasks: See Librarian in Charge of Cataloging, Class 7.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in teaching before appointment to the assistant professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school and four years of successful experience in a scholarly library of over 50,000 volumes, three years of which shall have been in cataloging, or by two years of graduate study, one at an accredited library school,

and three years of experience, two of them in cataloging.

(b) Considerable knowledge of library organization, procedure, policies, aims and service; wide knowledge of books, cataloging procedure and problems, classification systems, bibliographical methods and tools and the use made of cataloging lists and bibliographies; ability to lay out work for assistants, to direct them in their work, to train assistants and to get them to work together effectively; reading knowledge of French and German and of the printed matter in those languages; sufficient knowledge of one other language to read titles; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2700.

CLASS 8—COLLEGE OR UNIVERSITY LIBRARIES

Librarian in Charge of Reference, Grade 3 (Assistant Professor)

Duties: Under direction of Librarian to have charge of reference work in a Class 8 college library involving difficult reference problems; to aid students in locating material in the library; to call attention of faculty to publications on subjects within their fields; to prepare lists of books on special subjects as may be required.

Examples of Typical Tasks: Preparing material for debaters on the possible deterioration of college youth; preparing list on present-day influence of the Orient on American art; listing material on home training in Home Economics; collecting material on orientation courses for women in Liberal Arts.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in teaching before appointment; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school and four years of successful experience in a scholarly library of over 50,000 volumes, one year of which shall have been in reference work, or by two years of graduate study (one at a library school) and three years of successful experience (one in reference work) or by three years of graduate study and two years of successful experience.

(b) Reading knowledge of German and French and sufficient knowledge of at least one other language to read book titles; aptitude for and ability in location of material on difficult subjects; sympathy with research; resourcefulness; accuracy; tact; good judgment; satisfactory character; sympathy with the public; courtesy.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors. Minimum, $2700.

CLASS 8—COLLEGE OR UNIVERSITY LIBRARIES

Librarian in Charge of Circulation, Grade 3 (Assistant Professor)

Duties: Under direction of Chief Librarian to have supervision over a circulation department in a Class 8 college

library, with a staff equivalent to five full time assistants, at least one of whom shall be of professional grade.

Examples of Typical Tasks: Laying out the work for members of the department and seeing that all are effectively employed; supervision of the work of assistants; supervision of assistance to readers in the use of the catalog; adjusting complaints where possible, without reference to Chief Librarian; seeing that individuals obtain books desired if possible; interviewing and instructing new appointees; providing working schedules for assistants; handling routine correspondence; keeping record of fines; seeing that the book collections are meeting the needs of the faculty and students, and, if not, reporting to Chief Librarian; supervision of delivery of books from the stacks in order to avoid delay.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in university teaching before appointment to the assistant professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school and four years of successful experience in a scholarly library of over 50,000 volumes or by two years of graduate study (one at a library school) and three years of successful experience of which two years shall have been in contact with the public and one year in a supervisory position.

(b) Sufficient reading knowledge of French and German to identify titles; considerable knowledge of library organization, procedure, policy, aims and service; wide knowledge of books; ability to lay out work for others; to direct them in their work and to get them to work together effectively; ability to size up situations and people and to get along well with others; accuracy; courtesy; pleasing personal appearance; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2700.

CLASS 8—COLLEGE OR UNIVERSITY LIBRARIES

Librarian in Charge of Acquisitions, Grade 3 (Assistant Professor)

Duties: Under direction of Chief Librarian to organize, plan and supervise the work of obtaining books and other library material, including periodicals and serials, by purchase, gift and exchange, and to supervise binding in a Class 8 college library; to have direction of at least four assistants, at least one of whom shall be of professional grade; and to perform other work as required.

Examples of Typical Tasks: Laying out work for members of the department and seeing that all are effectively employed; preparing book orders for signature of Chief Librarian; checking and comparing prices of books obtained through various sources; revising binding slips; checking up order cards with public catalog and outstanding orders, to avoid duplication; preparing estimates of expenditures and classification of expenditures by departments.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in university teaching before appointment to the assistant professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing and one additional year at an accredited library school, four years of successful experience in a scholarly library of over 50,000 volumes, one year of which shall have been in order work, involving work in foreign languages, or by two years of graduate study (one year at library school) and three years of successful experience (one in order work).

(b) Reading knowledge of at least French and German; considerable knowledge of library organization, procedure, policy, aims and service; thorough knowledge of trade bibliographies, both American and foreign, with information as to leading publishers, book dealers and book trade methods; unusual accuracy; capacity for details; proved business ability; thoroughness.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2700.

CLASS 9—UNIVERSITY LIBRARIES

(Expenditures not less than $100,000)

Actual budget of a library of Class 9 with expenditures somewhat below the minimum, and the budget as modified in accordance with these specifications.

It may be interesting to note that in this case an increase of $20,000 was approved by the State Board of Education, as a request to be made from the Legislature. If granted, the increase will bring the expenditures above the minimum standards.

Annual	Actual	As modified in accordance with these specifications
Total university expenditures, not including capital expenditures, etc.	$3,300,000	
Number of students	4,000	
Library expenditures per year	103,500	Not less than $121,000
Librarian	$5,500	$5,500 (Min. $5,100)
Librarian's secretary	1,080	not sched. Est. at $2,800
Stenographer	840	
Assistant librarian (Librarian in charge of cataloging)	3,600	3,600 (Min. $2,880)
Classifier	$2,100	
Senior cataloger	1,920	
Senior cataloger	1,800	
Senior cataloger	1,720	
Junior cataloger	1,560	
Clerical assistant, catalog department	900	Est. at $13,500

The above positions in the catalog department are not yet specified. Nine assistants, at least, should be provided instead of the eight at present. (Two paid for under clerical help.)

Annual	Actual	As modified in accordance with these specifications
Loan librarian (Librarian in charge of circulation)	$2,400	Not less than $2,880
Senior loan assistant	1,600	
Loan assistant	1,200	
Loan assistant	1,080	
Reserve assistant	1,080	
Reserve assistant	1,080	Est. at $9,000

The above positions in the loan department are not yet specified. Seven assistants should be provided, as at present (three now under clerical help). Salaries are probably too low in most cases.

Reference librarian (Librarian in charge of reference)	$2,200	Not less than $2,880
Reference assistant (not yet specified)	1,200	Est. at $2,240
Serials librarian (Librarian in charge of acquisitions)	2,040	Not less than 2,880
Order assistant	1,500	Not yet specified
Serials assistant	1,200	Not less than 3,600
Serials assistant	900	
Student and clerical help and incidentals	10,500	10,500
	$49,000	$59,380
Books, periodicals and binding	54,500	61,620

CLASS 9—UNIVERSITY LIBRARIES

(Expenditures not less than $100,000)

Chief Librarian (Professor and Head of Department)

Duties: Under the direction of the President to have charge of the operations and activities of a university library of Class 9, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendations for changes therein; preparation and submission of the budget; supervision of the work of the various departments of the library; selection of books for purchase by the library; checking of second hand book catalogs; consultation with members of the faculty as to university policy in book selection, and as to definite recommendations for purchase of books; investiga-

tion and recommendations for appointment of qualified individuals for library positions; supervision over library building; general contact with faculty in order that library may adopt most effective procedure to secure the maximum use of library facilities by students and faculty; correspondence, interviews, service on committees, instruction and direction of instruction on bibliographic research and use of the library, preparation of reports as may be required.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, and three years of graduate study of which at least one year shall be spent at an accredited library school, supplemented by eight years of extensive successful experience of varied character in a scholarly library of over 100,000 volumes, of which three years shall have been spent in a position involving the direction of a staff of ten or more.

(b) Thorough knowledge of library organization, procedure, policy, aims and service; ability to lay out work for others, to direct them in their work, and get them to work together effectively; wide knowledge of books; ability to size up situations and people and to work well with others, to write papers for publication and to speak publicly; reading knowledge of French and German; tact; good judgment; satisfactory character; sympathy with research and educational problems.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of professors and heads of departments in the institution. Minimum, $5100.

CLASS 9—UNIVERSITY LIBRARIES

Librarian in Charge of Cataloging, Grade 4 (Assistant Professor)

Duties: Under direction of the Chief Librarian, to have supervision over a catalog department in a Class 9 university library, with a staff equivalent to nine or more full time assistants, at least six of whom shall be of a professional grade.

Examples of Typical Tasks: Assignment of cataloging, classification, and related work to members of the department; supervision of this work to see that all are effectively employed and that cataloging, filing, etc., are done in accordance with the established policy and procedure; conference with and aid to assistants on their difficult problems; recommendations of changes and improvement in catalog policy and procedure in order better to meet the needs of the library; interviews with and instruction of new appointees; preparation of monthly and other reports, showing output of the department; meetings with other department heads; sufficient contact with faculty in order that the cataloging and classification may be such as to render utmost service.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include

at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in university teaching before appointment to the assistant professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year in an accredited library school, and five years of successful experience in a scholarly library of over 50,000 volumes, two years of which shall have been in a supervisory position in cataloging work, involving direction of a staff of five or more, or by two years of graduate study (one in library school) and four years of experience (two in supervision of cataloging) or three years of graduate study and three years of experience (one in supervision of cataloging).

(b) Considerable knowledge of library organization, procedure, policy, aims and service; wide knowledge of books, periodical sets, research material, cataloging procedure and problems, classification schemes, bibliographical methods and tools, and the uses made of catalogs, lists, and bibliographies; considerable ability to lay out work for others, to direct them in their work, and to get them to work together effectively; reading knowledge of French and German and of the printed matter in those languages, and sufficient knowledge of two other languages to read titles; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensations: On the same basis as that of assistant professors in the institution. Minimum, $2880.

CLASS 9—UNIVERSITY LIBRARIES

Librarian in Charge of Reference, Grade 4 (Assistant Professor)

Duties: Under the direction of the Chief Librarian to have charge of the reference work in a Class 9 university library, involving most difficult reference problems and requiring special preparation; also involving contact with research workers; to aid in the selection of books and other material; to keep research workers familiar with the literature appearing on the subject on which they are working; and to perform other work as required.

Examples of Typical Tasks: To list material published on underlying causes of farmers' political movements since Civil War; find material on traces of Marlowe in Shakespeare's *Richard II* and *Richard III;* ascertain European literature in all languages on methods used to limit progress of the corn borer; list discussion of slavery in the French literature of the 18th century.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in university teaching before appointment to the assistant professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year in an accredited library school, a second additional year of graduate study, four years of extensive successful experience in a scholarly library of over 50,000 volumes, two years

of which shall have been in reference work, and one year of which shall have been in contact with research workers in the fields to be covered, or by a third additional year of graduate study and three years of successful experience as stated above.

(b) Reading knowledge of French and German and sufficient knowledge of at least three other languages to read book titles; aptitude for and ability in research methods; resourcefulness; accuracy; tact; good judgment; satisfactory character; general sympathy with public; courtesy.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2880.

CLASS 9—UNIVERSITY LIBRARIES

Librarian in Charge of Circulation, Grade 4 (Assistant Professor)

Duties: Under the direction of the Chief Librarian, to have supervision over a circulation department in a Class 9 university library, with a staff equivalent to seven full time assistants, of whom at least two should be of professional grade.

Examples of Typical Tasks: See under Class 8.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have

had in university teaching before appointment to the assistant professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school and five years of successful experience in a scholarly library of over 50,000 volumes, of which two years shall have been in contact with the public, or by two years of graduate study (one at library school) and four years of successful experience as stated above.

(b) Sufficient reading knowledge of French and German to identify titles; knowledge of library organization, procedure, policy, aims, and service; wide knowledge of books; marked ability to lay out work for others, to direct them in their work and to get them to work together effectively; ability to size up situations and people and to get along well with others; accuracy; courtesy; pleasing personal appearance; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2880.

CLASS 9—UNIVERSITY LIBRARIES

Librarian in Charge of Acquisitions, Grade 4
(Assistant Professor)

Duties: Under the direction of the Chief Librarian to organize, plan and supervise the work of obtaining books and other library material including periodicals and serials, by purchase, gift, and exchange, and to supervise binding, in a Class 9 university library; to have direction of at least six assistants, one of whom should be of professional grade;

to consult with and advise the faculty as to library policy in book selection, including definite recommendations for purchase of books; to perform other work as required.

Examples of Typical Tasks: Laying out work for members of the department and seeing that all are effectively employed; giving directions and suggestions to assistants and aiding them with their difficult problems; developing the ordering procedure to meet the needs of the library; making recommendations in matters of ordering policy; comparison of prices of books from various sources; checking second hand catalogs for desirable acquisitions; interviewing and instructing new appointees; making working schedules for members of the staff; handling correspondence; preparing reports; preparing estimates of expenditure for the approval of the Chief Librarian; preparing monthly and annual reports of orders and accessions; preparing specifications for binding.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the assistant professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective assistant professors are expected to have had in university teaching before appointment to the assistant professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school, five years of successful experience in a scholarly library of over 50,000 volumes, two years of which shall have been in order work involving work in foreign languages, or by a second year of graduate study and four years of successful experience as stated above.

(b) Reading knowledge of at least French and German; considerable knowledge of library organization, procedure, policy, aims and service; thorough knowledge of trade bibliographies, both American and foreign, with information as to leading publishers, book-dealers and book trade methods; unusual accuracy; capacity for details; proved business ability; thoroughness.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of assistant professors in the institution. Minimum, $2880.

CLASS 10—UNIVERSITY LIBRARIES

(Expenditures not less than $150,000)

Actual budget of a library of Class 10 with budget about equal to the minimum as called for by these specifications, with indicated modifications to agree with these specifications.

It should be noted that although the budget for this library is nearly equal to the minimum, yet actual expenditures for past years have usually been in excess of the budget. This discrepancy is caused by the fact that additional appropriations from unexpended balances are made during the year. The actual budget for 1928-29 calls for total library expenditures of about $230,000. The actual expenditures for last year, however, were in excess of $260,000, much of the difference being accounted for by an addition to the amount spent for books, periodicals and binding, the total expenditures for such purposes being about $120,000 for last year instead of the $86,000 budgeted for that year.

Since this is a large university and since the salary of the deans in this university is $8000, the salary of the librarian, according to these specifications, should also be raised to $8000, which even then is materially less than the chief librarians at Michigan or Columbia receive, as examples. The salaries of heads of departments are in general lower than the minimum provided. This library has been fortunate in being able to retain, on account of local conditions, able assistants at comparatively low salaries. Many individuals on the staff of this library have refused offers elsewhere at larger salaries because of their personal desire to remain at this university. Nevertheless, it is believed that the salary grades throughout are lower than the work would justify.

It will also be noted that the salaries of heads of departments in this library should, according to these specifications, be equal to the salaries of associate professors. In this university, the salaries of associate professors range from $2900 to $6000 with a typical median of $4000. According to these specifications, salaries of heads of departments of the libraries with expenditures of $250,000 would certainly be above the minimum of $3300 for a library with expenditures of $150,000.

It will be noted that this library follows almost exactly the organization recommended in these specifications. The organization is divided into four major departments: circulation, reference, cataloging, and acquisitions. The only minor exceptions are in the case of assistants for binding and for periodicals which, in this case, probably for local reasons, are independent of the department of acquisitions.

CLASS 10—UNIVERSITY LIBRARIES

Annual	Actual	Minimum expenditures in accordance with these specifications
Total university expenditures, not including capital expenditures, etc.	$6,100,000	
Number of students, approximately	12,400	
Library budget	232,120	$248,000
Library expenditures last year	260,000	
Librarian	6,500	8,000
4 Office assistants, stenographers, etc., Range $900-$1800	5,460	
Librarian in charge of cataloging	3,000	3,300
10 Senior catalogers, range $1700-$2000	18,266	
5 Junior catalogers at $1500	7,500	
9 Clerical and other assistants at $1080-$1300	10,747	
Librarian in charge of acquisitions (Actually has supervision over order department only)	2,500	3,300
3 Senior assistants, range $1600-$2000	5,200	
9 Clerical assistants, range $1020-$1400	10,535	
1 Senior assistant for binding	2,400	
1 Clerical assistant for binding	1,300	
Periodicals:		
1 Senior assistant	1,900	
2 Clerical assistants, range $1080-$1100	2,180	
Librarian in charge of circulation	2,500	3,300
1 Senior assistant	1,600	
7 Clerical assistants, range $1000-$1400	8,580	
Librarian in charge of reference	2,400	3,300
Assistant librarian in charge of reference	2,400	
2 Senior assistants, range $1800-$1900	3,700	
1 Clerical assistant	1,400	
13 Departmental librarians, range $1000-$2500	22,800	
Assistant in departmental library	1,500	
Student and clerical help and incidentals	21,252	
Books, periodicals and binding, budgeted	85,550	
Books, periodicals and binding, expended last year	120,000	

CLASS 10—UNIVERSITY LIBRARIES

(Expenditures not less than $150,000)

Chief Librarian (Professor and Head of Department, Ranking as Dean)

Duties: Under the direction of the President to have charge of the operations and activities of a university library

of Class 10, and to perform such other work as may be required.

Examples of Typical Tasks: Administration of the library rules and regulations and recommendation for changes therein; preparation and submission of the budget; supervision of the work of the various departments of the library; approval of books selected for purchase by the library; investigation and recommendation for appointment of qualified individuals for library positions; supervision over library building; general contact with faculty in order that library may adopt most effective procedure to secure the maximum use of library facilities by students and faculty; correspondence, interviews, service on committees; instruction or direction of instruction on bibliographic research and use of the library; preparation of reports as may be required.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the full professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective professors are expected to have had in university teaching before appointment to the professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, including three years of graduate study of which one year shall be spent at an accredited library school, supplemented by ten years of extensive successful experience of varied character in a scholarly library of over 100,000 volumes, of which five years shall have been spent in a position involving the direction of a staff of ten or more and two years in a position involving the direction of a staff of 25 or more.

(b) Thorough knowledge of library organization, procedure, policy, aims, and service; wide knowledge of books; marked ability to lay out work for others and to direct them in their work, and get them to work together effectively; unusual ability to size up situations and people and to work well with others; ability to write papers for publication and to speak publicly; reading knowledge of French and German; tact; good judgment; satisfactory character; sympathy with research and educational problems; leadership.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of deans of colleges in the institution. Minimum, $6000.

CLASS 10—UNIVERSITY LIBRARIES

Librarian in Charge of Cataloging, Grade 5 (Associate Professor)

Duties: Under the direction of the Chief Librarian, to have supervision over a catalog department in a Class 10 university library with a staff equivalent to 15 or more full time assistants, at least ten of whom are of professional grade and four are of rank of catalog revisers, in a library where there is a relatively fine division of labor, considerable specialization and a large proportion of accessions in foreign languages; and to perform other work as required.

Examples of Typical Tasks: See Librarian in Charge of Cataloging, Class 9.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the associate professorship, this preparation to include at least one year at an accredited library school or the

equivalent, with as many years of experience in library work as other prospective associate professors are expected to have had in university teaching before appointment to the associate professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year in a graduate library school, a second additional year of graduate study, and five years of successful experience in a scholarly library of over 100,000 volumes, three years of which shall have been in a supervisory position in cataloging work involving the direction of a staff of 9 or more, or by a third year of graduate study and four years of experience as stated above.

(b) Wide knowledge of library organization, procedure, policy, aims and service; wide knowledge of books, periodical sets, research material, cataloging procedure and problems, classification schemes, bibliographical methods and tools, and the uses made of catalogs, lists and bibliographies; marked ability to lay out work for others, to direct them in their work, and to get them to work together effectively; reading knowledge of French and German and of the printed matter in those languages, and sufficient knowledge of two other languages to read titles; accuracy; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of associate professors in the institution. Minimum, $3300.

CLASS 10—UNIVERSITY LIBRARIES

Librarian in Charge of Reference, Grade 5 (Associate Professor)

Duties: Under the direction of the Chief Librarian to have charge of the reference work in a Class 10 university library, involving frequently most difficult reference problems and requiring special preparation; also involving frequent contact with research workers and direction of at least three assistants of professional grade who may be assigned some particular field of knowledge; to aid in the selection of books and other material; to keep research workers familiar with the literature appearing in the subject on which they are working; and to perform other work as required.

Examples of Typical Tasks: See Librarian in Charge of Reference, Class 9.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the associate professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective associate professors are expected to have had in university teaching before appointment to the associate professorship; or, (2) a minimum educational preparation equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school; two additional years of graduate study or research; four years of extensive successful experience in a scholarly library of over 100,000 volumes, three years of which shall have been in reference work, and two years of which shall have been in contact with research workers in the field to be covered.

(b) Reading knowledge of at least French and German and literature in the field of those languages, and sufficient knowledge of at least three other languages to read book titles; marked aptitude for and ability in research methods; resourcefulness; accuracy; tact; good judgment; satisfactory character; general sympathy with public; courtesy.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of associate professors in the institution. Minimum, $3300.

CLASS 10—UNIVERSITY LIBRARIES

Librarian in Charge of Circulation, Grade 5 (Associate Professor)

Duties: Under the direction of the Chief Librarian, to have supervision over a circulation department in a Class 10 university library, with a staff equivalent to ten full time assistants, at least four of whom are of professional grade.

Examples of Typical Tasks: Laying out work for members of the department and seeing that all are effectively employed; organization and supervision of the loan department so that individuals obtain speedily publications desired, if possible; supervision of the work of assistants; supervision of assistance to readers in the use of the catalog; adjusting complaints where possible without reference to Chief Librarian; interviewing and instructing new appointees; providing working schedules for assistants; handling correspondence, keeping record of fines; seeing that the book collections are meeting the needs of faculty and students, and, if not, reporting to Chief Librarian.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the associate professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective associate professors are expected to have had in university teaching before appointment to the associate professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school and six years of successful experience in a scholarly library of over 100,000 volumes, three years of which shall have been of such a nature as to involve contact with the public, one year of which shall have required supervision of a staff of five or more, or a second year of graduate study with five years of successful experience as stated above.

(b) Sufficient reading knowledge of French and German to identify titles; considerable knowledge of library organization, procedure, policy, aims, and service; wide knowledge of books; marked ability to lay out work for others, to direct them in their work and to get them to work together effectively; ability to size up situations and people and to get along well with others; accuracy; courtesy; pleasing personal appearance; tact; good judgment.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of associate professors in the institution. Minimum, $3300.

CLASS 10—UNIVERSITY LIBRARIES

Librarian in Charge of Acquisitions, Grade 5 (Associate Professor)

Duties: Under the direction of the Chief Librarian to organize, plan, and supervise the work of obtaining books and other library material, including periodicals and serials, by purchase, gift and exchange, and to supervise binding, in a Class 10 university library; to have direction of at least nine assistants, of whom at least two should be of professional grades; to consult with and advise the faculty as to library policy in book selection, including definite recommendations for purchase of books; and to perform other work as required.

Examples of Typical Tasks: See Librarian in Charge of Acquisitions, Class 9.

Qualifications: (a) Either (1) scholastic preparation equivalent to the standards maintained by the institution for the associate professorship, this preparation to include at least one year at an accredited library school or the equivalent, with as many years of experience in library work as other prospective associate professors are expected to have had in university teaching before appointment to the associate professorship; or, (2) education equivalent to that represented by graduation from a university or college of recognized standing, one additional year at an accredited library school, six years of successful experience in a scholarly library of over 100,000 volumes, three years of which shall have been in order work involving work in foreign languages; or by a second year of graduate study with five years of successful experience as stated above.

(b) Reading knowledge of at least French and German, considerable knowledge of library organization, procedure,

policy, aims and service; thorough knowledge of trade bibliographies both American and foreign, with information as to leading publishers, book dealers and book trade methods; unusual accuracy; capacity for details; proved business ability; thoroughness.

(c) Satisfactory health record, including freedom from constitutional disease and from physical disabilities.

Recommended Annual Compensation: On the same basis as that of associate professors in the institution. Minimum, $3300.

APPENDIX A

Table of equivalents of faculty and library ranks, with corresponding titles

Title	Academic Equivalent	Use
Chief librarian	Dean	Libraries of class 10.
Chief librarian	Professor (Head of department)	To be used in libraries of classes 5 to 9, inclusive.
Librarian	Professor	To be used for executive heads of libraries of classes 3 and 4.
Librarian in charge of—(Departmental head)	Associate professor	To be used for heads of departments in class 10 libraries.
Librarian in charge of (Departmental head)	Assistant professor (Instructor in certain cases in class 7)	To be used for heads of departments in libraries of classes 7 to 9, inclusive.
Reference and loan librarian, Cataloger, etc.	Instructor	To be used for heads of departments in libraries of classes 3 to 6, inclusive.
Chief assistant	Instructor	To be used for first assistants, "supervising assistants" (as in Telford report), or "specialists" (as in Telford report).
Senior assistant	Assistant or Instructor	To be used for professional assistants with at least one year of experience.
Junior assistant	Assistant	To be used for professional assistants with less than one year's actual library experience; also for assistants who have acquired professional status without complete formal training.
Senior aid	Clerical staff	To be used as in Telford report to designate subprofessional or clerical group.
Junior aid	Clerical staff	

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APPENDIX B

The following suggested terminology and equivalents in faculty ranks have been prepared by Professor C. B. Joeckel of the Department of Library Science, University of Michigan. It is included as giving an alternative terminology to the one used in this report.

Suggested terminology for personnel grades in college and university libraries

Title	Academic Equivalent	Use
Director	Director or Dean	May be used for libraries in class 10.
Chief librarian	Professor (Head of dept.)	To be used in libraries of classes 5 to 9, inclusive, or 5 to 10, inclusive, in case title "Director" is not used.
Librarian	Professor	To be used for executive heads of libraries of classes 3 and 4. Might also be used in a large library system headed by a "Chief Librarian" or "Director" as title for an unusually high-ranking subordinate.
Associate librarian	Associate professor	To be used for heads of departments in class 10 libraries, or for second in command in smaller libraries.
Assistant librarian	Assistant professor	To be used for heads of departments in libraries of classes 7 to 9, inclusive, or for second in command in smaller libraries.
Reference and loan librarian, Cataloger, etc.	Instructor	To be used for heads of departments in libraries of classes 3 to 6, inclusive.

APPENDIX B—*Cont.*

Title	Academic Equivalent	Use
Chief assistant	Instructor	To be used for first assistants "supervising assistants" (as in Telford report), or "specialists" (as in Telford report).
Senior assistant	Assistant or Instructor	To be used for professional assistants with at least one year of experience.
Junior assistant	Assistant	To be used for professional assistants with less than one year's actual library experience; also for assistants who have acquired professional status without complete formal training.
Senior aid	Clerical staff	To be used as in Telford report to designate subprofessional or clerical group.
Junior aid	Clerical staff	

APPENDIX C

Table of ranks, education and experience for all positions listed

Class of Library	Position	Grade	Rank	Salary Min.	Education		Years of experience
					College	Yrs. after 1st degree	
THIRD	Librarian		Professor	$2640	4 years	1	3
					4 years	2	2
					4 years	3	1
	Senior assistant		Instructor	1620	4 years	0	1
FOURTH	Librarian		Professor	2940	4 years	1	4
					4 years	2	3
					4 years	3	2
	Cataloger	Grade 1	Instructor	2040	4 years	0	1
					4 years	1	0
	Senior assistant		Instructor	1740	4 years	0	1
	Senior aid		Non-professional	1200	1 year, or summer library school, or	.....	1
FIFTH	Librarian		Prof. and Head	3300	4 years	1	5
					4 years	2	4
					4 years	3	3
	Cataloger	Grade 1	Instructor	2160	4 years	0	2
						1	1
	Ref. and Loan librarian	Grade 1	Instructor	2040	4 years	0	1
					4 years	1	0
	Senior aid		Non-professional	1200	See Class 4		above

APPENDIX C—*Cont.*

Class of Library	Position	Grade	Rank	Salary Min.	Education		Years of experience
					College	Yrs. after 1st degree	
SIXTH	Librarian		Prof. and Head	3720	4 years	2	5
					4 years	3	4
	Cataloger	Grade 1	Instructor	2280	4 years	0	3
					4 years	1	2
	Ref. and Loan librarian	Grade 1	Instructor	2160	4 years	0	2
						1	1
SEVENTH	Librarian		Prof. and Head	4000	4 years	2	6
					4 years	3	5
	Cataloger	Grade 2	Ass't Prof.	2400	4 years	0	4
					4 years	1	3
					4 years	2	2
	Ref. and Loan librarian	Grade 2	Instructor	2280	4 years	0	3
					4 years	1	2
					4 years	2	1
	Acquisition librarian	Grade 2	Instructor	2280	4 years	0	3
					4 years	1	2
					4 years	2	1

APPENDIX C—*Cont.*

Class of Library	Position	Grade	Rank	Salary Min.	Education		Years of experience
					College	Yrs. after 1st degree	
EIGHTH	Librarian		Prof. and Head	4500	4 years	3	7
	Cataloger	Grade 3	Ass't prof.	2700	4 years	1	4
						2	3
	Reference	Grade 3	Ass't prof.	2700	4 years	1	4
						2	3
						3	2
	Circulation	Grade 3	Ass't prof.	2700	4 years	1	4
						2	3
	Acquisition	Grade 3	Ass't prof.	2700	4 years	1	4
					4 years	2	3
NINTH	Librarian		Prof. and Head	5100	4 years	3	8
	Cataloger	Grade 4	Ass't prof.	2880	4 years	1	5
					4 years	2	4
					4 years	3	3
	Reference	Grade 4	Ass't prof.	2880	4 years	2	4
					4 years	3	3
	Circulation	Grade 4	Ass't prof.	2880	4 years	1	5
					4 years	2	4
	Acquisition	Grade 4	Ass't prof.	2880	4 years	1	5
					4 years	2	4

APPENDIX C—*Cont.*

Class of Library	Position	Grade	Rank	Salary Min.	Education		Years of experience
					College	Yrs. after 1st degree	
TENTH	Librarian		Prof. and Head ranking as Dean	6000	4 years	3	10
	Cataloger	Grade 5	Assoc. prof.	3300	4 years 4 years	2 3	5 4
	Reference	Grade 5	Assoc. prof.	3300	4 years	3	4
	Circulation	Grade 5	Assoc. prof.	3300	4 years 4 years	1 2	6 5
	Acquisition	Grade 5	Assoc. prof.	3300	4 years 4 years	1 2	6 5